



# Foreign Affairs Manual

## 3 FAM – Personnel

**Change Transmittal:** PER-648

**Date:** July 28, 2011

## 3 FAM 4740 ADMINISTRATIVE REVIEW

### Changes

1. **3 FAM 4740, Administrative Review:** In addition to minor edits, this subchapter contains changes in the following sections:
  - **3 FAM 4741, Definition:** Only a formal grievance may be administratively reviewed;
  - **3 FAM 4742, Action on Request, paragraph a:** If the designated official cannot resolve the grievance in a manner acceptable to the employee, the grievance must be referred to a qualified examiner within 10 calendar days of having received a bureau report under 3 FAM 4733; and
  - **3 FAM 4745, Examiner's Findings, paragraph a:** The examiner must prepare a report of findings and recommendations within 60 days of receipt and must submit that report, with the grievance file, to the Deputy Assistant Secretary, Bureau of Human Resources, or designated representative.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 4740 (CT:PER-582, 10-25-2005; 3 pages) and insert revised subchapter 3 FAM 4740 (4 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:PER-648, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(HR/G)**